

Krysta Stelter

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Professional Profile

Proficient in Customer Service (over 10 years), 2 years of experience in Property Management, Hospitality (certified with Hilton), Media Communications, Production/Acting, Administration, Assistance and Computer related services. 15 years of experience with Social Media, Production and Acting fields. Many opportunities in the Sacramento areas, as well as Los Angeles areas. I was a Personal Assistant to an actor; duties included, but not limited to, web design, chauffeur and other services as needed. On call as a Script Supervisor, Assistant Director and many positions with Pre-Production as well as Post Production.

Professional Highlights

- Property Management
- Advanced Customer Service
- AA Computer Applications
- Accounts Receivable
- Inventory Management
- Strong Organization Skills
- Manage a store of over 700 tenants
- Sales, Marketing, and Hospitality
- Web Design, Applications
- Accounting/Billing
- Created Office Infrastructures
- Professional Business Savvy

Professional Experience

PROPERTY MANAGER | ISTOREG | JUN 2015-PRESENT

Customer Service, Sales, Marketing and Maintenance. iStorage is a storage facility that allows tenants to rent storage units, or parking spaces, boats and RVs. I manage the storage unit property, office and my Employees. Duties include, but not limited to, answering phones, sales, inventory management, financials, advertising, reports to upper management, Uhaul rental reservations and dispatching, accounting, billing, and maintaining the entire property.

AUDITOR, FRONT DESK CLERK | HAMPTON INN OF FOLSOM | DEC 2009-JULY2011

Main duties included, but not limited to, checking out guests, audits, billings, paperwork/duties, help restock for the next day's activities, help AM shift by making sure the lobby areas were clean and ready for the day. I was Manager On Duty almost every shift.

EXECUTIVE ADMINISTRATION | GR8 GLOBAL DEVELOPMENT | MAY 2009-OCT 2009

Main duties included helping the Vice President of the company with administration, maintaining the telemarketers, scheduling, answering phone and returning phone calls, reservations and data entry. Other duties included organization of records, filing and labeling accounts.

**FRONT DESK CLERK | DOUBLE TREE GUEST SUITES OF DURHAM, NC |
NOV 2007-JULY2008**

Main duties included, but not limited to, checking in/out guests, customer service, sales, maintain phones, data and mail.

**GUEST SERVICES REPRESENTATIVE | HAMPTON INN OF PINEVILLE |
MAY 2007-NOV 2007**

Main duties included, but not limited to, checking in/out guests, customer service, sales, maintain phones, data and mail.

**ON CALL FOR PRODUCTION/ACTING| ACTOR & PRODUCTION SPECIALIST |
DEC 2000-MAY 2015**

Worked for Productions of Aria Pictures, CFAA, Serqet C Productions & Lost In Production Pictures as well as other local projects.

Varied from Actor, Casting, Assistant Director, Script Supervisor, Stand-In, Double and Stunt work.

I explored many areas of the Industry. I was able to work in some high level positions by maintaining a great reputation.

Accomplishments

- Hilton Certified
- U-Haul Certified
- CenterShift Certified
- AA Computer Applications

Education

| CONSUMNES RIVER [FOLSOM/EL DORADO, CA]

- Major: Computer Applications, Computer Technology
- Minor: Business Technology

| PONDEROSA HIGH SCHOOL [SHINGLE SPRINGS, CA]

- Major: Computer Applications, Computer Technology
- Minor: Business Technology, Web Design

Additional Information

* References will be provided upon request